

Market Range Detail - Deputy County Manager

Effective Date

July 3, 2006

Market Range Title Description

Under the direction of the County Manager, this position functions as the assistant executive of the County and is the highest level of management under the County Manager. The Deputy County Manager also serves as the Director of the Office of Management and Budget. The Deputy County Manager is responsible for providing organizational and strategic leadership and consultation to the County Manager and Board of Supervisors so that they can achieve the County's mission within available resources. Goals are accomplished by working with elected officials and through the management of department heads of the following departments: Correctional Health, Workforce Management Development, Employee Health Initiatives, Office of Enterprise Technology, Public Health, General Government, and Research & Reporting. Responsibilities include: acting on behalf of the County Manager and in the County Manager's absence; providing and maintaining a structurally balanced annual budget to the County Manager and Board of Supervisors; overseeing long-range fiscal planning; researching and analyzing economic and financial factors and trends in order to provide sound forecasting and recommendations to the Board of Supervisors; providing executive leadership in the County's Managing For Results program; advising the County Manager and Board of Supervisors on budgetary issues, concerns, and legislative efforts; recommending County-wide information technology systems and efforts to enhance the efficiency of County processes and services; overseeing legislative efforts and issues that affect the general policy, fiscal, and strategic priorities of the Board of Supervisors; overseeing and directing complex and highly sensitive studies and projects; presenting policy recommendations and solutions to the County Manager and Board of Supervisors; overseeing the preparation and maintenance of the County's Capital Improvement Program; recommending and implementing County-wide administrative and operational procedures; developing and implementing County-wide budget and fiscal policies and procedures; providing County-wide leadership to hold departments accountable for remaining within their budget and achieving results; and managing subordinate department heads and other management staff. The Deputy County Manager reports to the County Manager.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$59.67	\$76.34	\$93.00

Likely Minimum Qualifications

- Master's degree in public administration, business administration, or related field
- Minimum of 10 years of senior management and administration experience including 5 years of experience in budgeting and financial management for a large public organization
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Deputy County Manager

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.